

SAFETY TRAINING

Purpose

The purpose of this policy is to establish training requirements for employees of the South Carolina Budget and Control Board (BCB or the Board) as required by the Occupational Safety and Health Administration (OSHA) standards and this policy. The objectives are to change behavior, improve on-the-job performance, and for workers to keep themselves and others safe and healthy.

Many standards set forth by OSHA and other government agencies explicitly require the BCB as the employer to train its employees in the safety and health aspects of their jobs. Other OSHA standards make it the Board's responsibility to limit certain job assignments to employees who are "certified," "competent" or "qualified" – meaning they have special knowledge, experience and training. OSHA believes training is an essential part of every employer's safety and health program resulting in fewer worker injuries and illnesses, lower insurance premiums and other benefits. One of the first questions an accident investigator will ask is whether the injured employee was trained to do the job.

Policy

All BCB employees will receive safety training as outlined in this policy and in accordance with applicable OSHA and other government agency standards.

Procedures

1. Ideally, safety and health training should be provided in order to prevent problems or accidents from occurring. This training would cover both general safety and health rules and work procedures, and would be repeated in the event of an accident or near-miss incident.
2. It is the responsibility of the BCB Safety Office to provide New Employee Safety Training (NEST), and mandatory general and specialized safety training on an initial, recurring and remedial basis, as required.

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A. Safety training has two basic tracks:

- 1) The Administrative Track is designed for employees in clerical, supervisory and managerial roles. Unless the employee has a unique requirement, there is no initial safety training beyond NEST.
- 2) The Technical Track is designed for employees such as Trades Specialists or those who are involved in specialized activities. Specialized safety training is required beyond NEST based upon the employee's position description and possibly other work requirements.

ADMINISTRATIVE TRACK	TECHNICAL TRACK
BCB Safety Policies & Procedures	BCB Safety Policies & Procedures
Hazard Communication *	Hazard Communication *
Fire Prevention, Emergency Action & Homeland Security Plan, Part I – General Information	Fire Prevention, Emergency Action & Homeland Security Plan, Part I – General Information
Fire Prevention, Emergency Action & Homeland Security Plan, Part II – Team & Building Specific Information **	Fire Prevention, Emergency Action & Homeland Security Plan, Part II – Team & Building Specific Information
Office Safety ***	Other specialized safety training dependant upon the employee's job classification / work requirements ****

* Includes instruction on how to use *the Learning Board* and safety on-line courseware

** Provided by the Team Leader or designee (see Emergency Plan Training Outline)

*** Typically delivered by computer web-based / on-line training (CBT)

**** This training may be provided in instructor-led training or CBT or both

NOTE: The Facilities Management Custodial team has unique safety training curriculum requirements and due to a large number of contracted employees this training is typically provided through instructor-led classes.

B. The NEST curriculum consists of the following and a BCB Safety Officer will:

- 1) Introduce BCB employee safety policies and programs.
- 2) Describe accident-reporting procedures.
- 3) Describe the employee's safety training requirements.
- 4) Instruct how to access and use computer based training through *the Learning Board* taught concurrent with the Right-to-Know / Hazard Communication information.
- 5) Cover general Fire Prevention, Emergency Action and Homeland Security Plan basic information, Part I. (Team Leaders/Supervisors or a designee will be responsible to instruct employees in team and facility specific information, Part II.)

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3. Timing Requirements:
 - A. NEST is required on the first day of hire.
 - 1) Contractors are provided safety training information, i.e., a DVD, for new hires prior to start of work with the BCB.
 - 2) Team Leaders are to provide Fire Prevention, Emergency Action & Homeland Security Plan, Part II – Team & Building Specific Information.
 - B. Other required safety training available by CBT should be completed within 14 days of hire.
 - C. Driver training, CPR-1st Aid-AED classes and other instructor-led safety training should be completed within 90 days of hire.

NOTE: EMPLOYEES THAT HAVE NOT SUCCESSFULLY COMPLETED A SAFETY COURSE ARE NOT ALLOWED TO PERFORM THOSE ASSOCIATED DUTIES UNLESS UNDER DIRECT SUPERVISION OF A QUALIFIED EMPLOYEE.

4. When the standards do not explicitly require training, the BCB is still responsible to train its employees concerning the hazards in the work place. These hazards can be identified from accident trend records, information contained in Material Safety Data Sheets of the hazardous materials used in the work place, and by observing actions and practices in the work place that are dangerous or of a high occupational risk.
5. The BCB is only required to train employees exposed to specific hazards which means:
 - A. Employees required by regulation, i.e., employees that may reasonably be expected to be involved in activities described in the standard or in areas where the employee could be at a high occupational risk.
 - B. Supervisors of such employees.
 - C. Employees whose work potentially exposes them to identified hazards.
6. The minimum safety training for BCB employees was determined based on an analysis of the above factors, coordinated with team management, and formalized into training requirements documented in the BCB's learning management system called *the Learning Board*.
7. Safety training is based on the following:
 - A. Position Description: Everyone who is assigned a specific Job Classification, i.e., Trades Specialist, has a common profile requiring certain safety training.
 - B. Job Function: If safety training pertains only to a specific job function (i.e., plumber, electrician or heating, ventilation and air conditioning – all a Trades Specialist) or workplace, then this subset of employees can be assigned possibly by supervisor for specified training.

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- C. Employee Unique: The training is unique to a designated employee or a few employees but not based on generic job classification or job function.
- 8. OSHA often but not always prescribes recurring training intervals. This policy establishes recurring training intervals for some safety courses where OSHA requires safety training but has not stated a specific interval (see attached). Note: Some safety courses are only required upon initial assignment.
- 9. Supervisors are responsible to manage subordinate employee training. All training requirements, including safety training, are available on an individual or team basis through reports from *the Learning Board*.
 - A. It is management's responsibility to allot time during normal work hours for employees to receive required safety training on an initial, recurring and remedial basis, as required.
 - B. Supervisors shall ensure all new or transferred employees unfamiliar with new job assignments are given specific instructions at the time of assignment in the precautions to be taken in connection with the new job or assignment. This may mean, in addition to the required safety training, on-the-job training under the supervision of a designated lead worker. No BCB employee is allowed to operate tools, equipment or machinery, or to conduct operations unless he/she has received the appropriate instruction, safety training, guidance and supervision.
 - C. Supervisors will ensure that all safety policies and work practices are complied with at all times. When compliance constitutes a greater hazard than non-compliance, the responsibility rests with the supervisor to determine the safest course of action and to consult with the BCB Safety Office.
 - D. Team Training Coordinators can work with Team Leaders and supervisors to manage employee safety training, including registration for scheduled safety and other course offerings through *the Learning Board*, as allowed. Some safety courses are available as a videotape, DVD or CBT package to be led by a team proctor authorized by BCB Safety. Other safety courses are available for self-study to be taken at computer workstations at various work sites or through personal computers.
- 10. The objective of safety training is safe work practices on the job. It is critical to determine the amount of learning achieved and whether an employee's performance has improved on the job.
 - A. A written test or a demonstration of a new skill or ability may be used, and/or the employee should be observed on the job to ensure the employee understood the training and is successfully applying the new knowledge. Safety CBT courses require a score of 70 percent or better to pass.
 - B. Feedback from tests, observations, and employee critiques should be used to improve course content.

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- C. Remedial training would be appropriate for lack of knowledge of a work process, unfamiliarity with equipment, use of improper procedure, and/or when an employee is involved in an accident. Remedial training may be limited to a specific portion of or may require the entire subject material be reviewed, as required.
11. It is the responsibility of the BCB Safety Office to establish and maintain individual safety training and certification records. *The Learning Board* is the official source of individual training qualification requirements and transcripts.
12. Team Leaders and supervisors are to incorporate safety training into their normal activities.
- A. Safety is to be an agenda item at all team meetings. This provides an opportunity for the team to discuss immediate safety issues, review business conducted at their Safety Committee, or to conduct a short safety training session.
 - B. It is recommended for supervisors to provide a “Supervisor’s Safety Talk” on a frequent and regular basis, i.e., weekly. These can be five to ten minute quick reminders on one specific safety topic or procedure. Suggested talks, posters, inspection checklists, regulations, material safety data sheets, and much more safety information are available through the BCB Safety web page or contact the BCB Safety Office.

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SAFETY TRAINING – RECURRENCE INTERVALS

COURSE	OSHA-Specified (Months) ⁽¹⁾	BCB-Specified (Months)
Aerial Lifts (CBT)*		
Asbestos Awareness (CBT) *	12	
Asbestos Awareness For Custodial	12	
Back Safety (CBT) * ⁽²⁾		36
Bloodborne Pathogens	12	
Confined Space Entry, Part I – Instruction (CBT) *		12
Confined Space Entry, Part II – Hands-On		12
Driver, Commercial License	60	
Driver Training (Initial 8-Hour) **		
Driver Training (Refresher 4-Hour) **		36
Driver Training, 15-Passenger/ADA Van		
Electrical Safety (CBT) *		36
Fall Protection, Part I - Instruction (CBT) *		12
Fall Protection, Part II – Hands-On		12
Fire Prevention, Emergency Action & Homeland Security Plan, Part I - General		
Fire Prevention, Emergency Action & Homeland Security Plan, Part II – Team/Facility Specific Information		36
Fire Prevention, Emergency Action & Homeland Security Plan, Part III – Portable Fire Extinguisher Live Fire Hands-On	12	
First Aid-CPR-AED ***	24	
Ground Maintenance (CBT) *		-
Hazard Communication (CBT) *		36
Heat Stress (CBT) *		
Job Safety Analysis		
Ladder (and Stairway) Safety (CBT) *		-
Lead Awareness	12	
Lock Out / Tag Out, Part I–Instruction (CBT)*		12
Lock Out / Tag Out, Part II – Hands-On		12
New Employee Safety Training		-
Office Safety (CBT) *		
Personal Protective Equipment (CBT) *		-
Pesticide Applicator Certification, Non-	60	

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Commercial		
Powered Industrial Truck, Part I - Course (CBT) *		36
Powered Industrial Truck, Part II - Evaluation	36	12
Respiratory Protection, Part I – Instruction (CBT) *	12	
Respiratory Protection, Part II – Fit Testing	12	
Respiratory Protection, Part III – Medical Evaluation	12	
Safety And Workers Compensation For Managers and Supervisors		-
Scaffold Safety (CBT) *		
Tool Safety (CBT) *		-
Welding, Cutting, Brazing and Soldering (CBT) *		-

- * Computer Based Training (CBT) is available on-line through *the Learning Board* - <http://bcb.xtention.net/lms/BCB/default.aspx> . Safety courseware is not compatible with Netscape; Internet Explorer is recommended.
- ** Designated routine drivers of state vehicles require initial training within 90 days of hire/assignment then refresher training every 3 years thereafter
- *** BCB Safety instructs CPR-1st Aid-AED using an American Heart Association course with certification every 2 years
- (1) OSHA requires the employer to institute a training program and ensure employee participation in the program. OSHA also requires employees to be trained when an applicable plan is developed; upon hire or the employee is assigned initially to a job; when the employee's responsibilities under the plan change; whenever there is a significant change in the plan; and remediation is required when the employee is observed operating in an unsafe manner, whenever the employer has reason to believe there are deviations from or inadequacies in the employee's knowledge or use of prescribed procedures, or has been involved in an accident or near-miss incident. Such training must be provided at no cost to the employee and during working hours.
- (2) OSHA's ergonomics standard is pending adoption